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From discussion with [redacted] 31 May 75

Security 2-1

Regrading Procedure in OCD

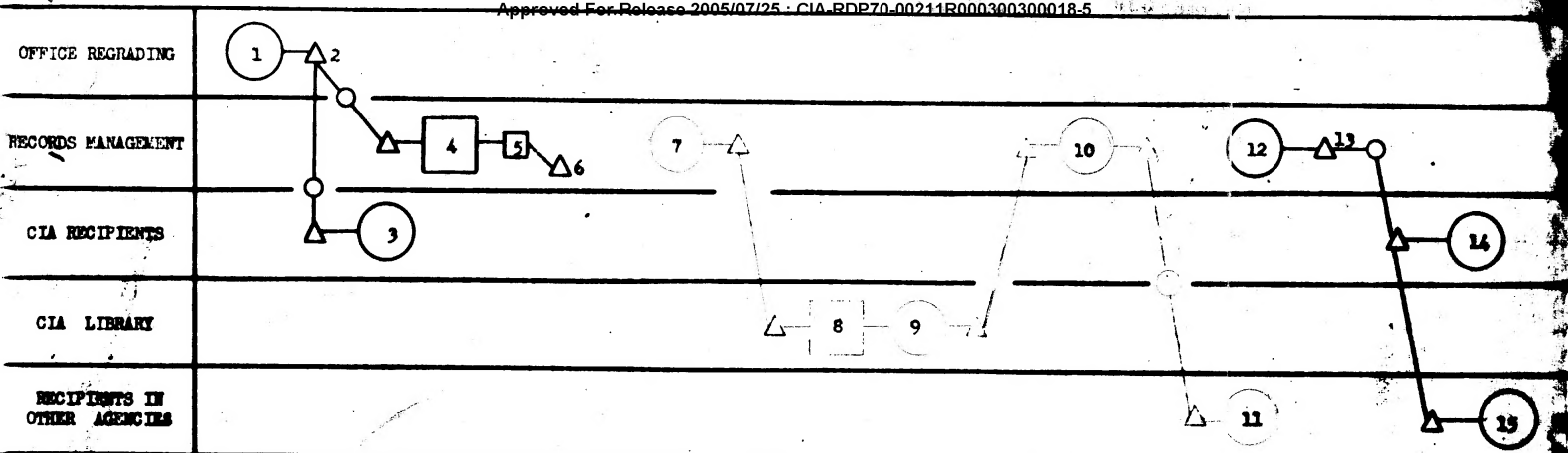
When a document is received in OCD that reports the change of security classification of other documents produced by outside agencies, the following procedures are in effect:

- (1) The regrading notice is given a CIA Control Number in the same manner as is followed for the control of intelligence documents.
- (2) The notice is routed to a Reading Panel to determine what routing shall be given within the Agency. In many cases there will be as many copies of the regrading notice received as there are original copies of the document.
- (3) The routers will inquire by phone or in person of [redacted] [redacted] Control File Clerk, CIA Library. [redacted] will search her files by source, subject and identifying number of the ~~xxxx~~ office of origin.
- (4) [redacted] will report to the Reading Panel the distribution made of the original document. This routing will show that one or more copies were routed to various organizational segments of CIA, usually at office level.
- (5) If necessary, additional copies of the regrading notices may be reproduced prior to distribution within CIA.
- (6) Recently, it has been standard practice to route one copy to the Records Management Branch.

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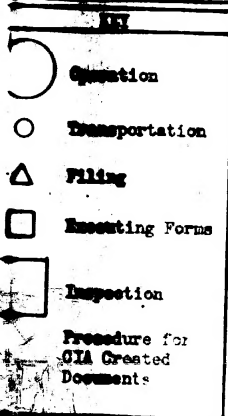
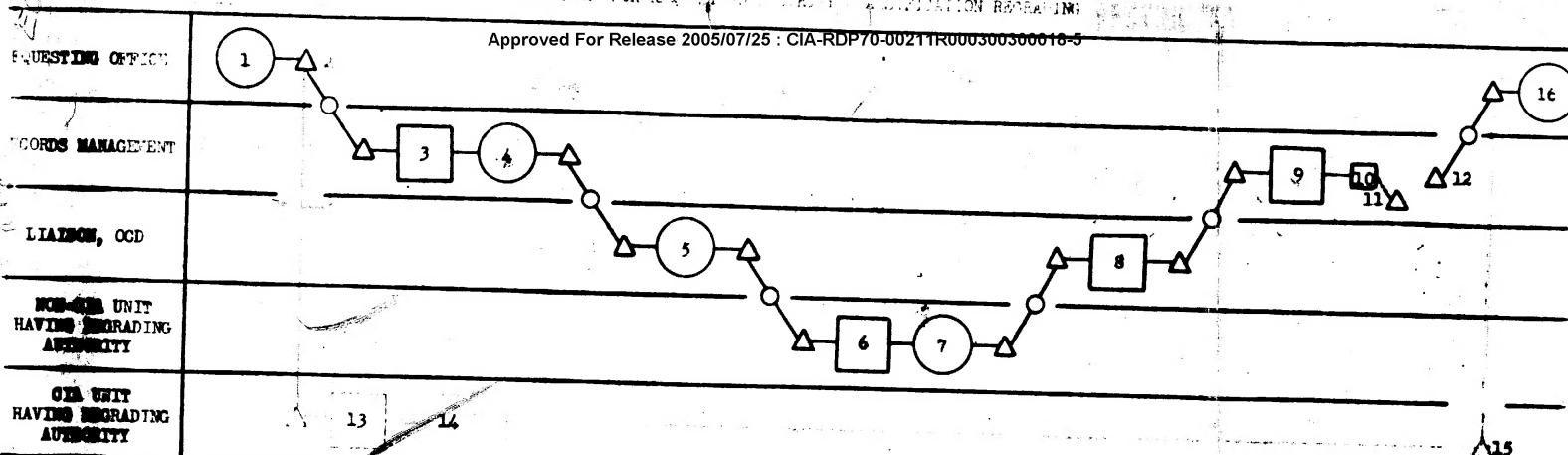
KEY
○ Operation
○ Transportation
△ Filing
□ Executing Forms
□ Inspection
Special Procedure for Upgrading

EXPLANATION

1. The CIA office which originated the document, its successor or other office having such authority regrades a document.
2. The office regrading forwards a copy of CIA Form 60-90, Document Classification Regrading Notice, to each CIA recipient of the regraded document, in so far as practicable. One copy of 60-90 is also forwarded to the CIA Records Officer(Records Management).
3. CIA recipients receive notice of regrading and regrade all copies of the document in their possession or under their control(including copies reproduced and disseminated by them).
4. Records Management receives copy of regrading notice and checks the Regrading Control Card File.
5. A Regrading Control File card is executed for the regraded document.
6. Regrading Control File card filed.
7. In the event a CIA document is upgraded, RM immediately takes action to request the CIA Library to supply dissemination information on the document.
8. Request for dissemination information received by the Library and document dissemination file checked.
9. Library compiles requested information and forwards report to RM.
10. RM receives Library report and prepares a regrading notice. Regrading notice forwarded to all recipients of the upgraded document in other agencies.
11. Recipients in other agencies regrade all documents in their possession or under their control.
12. Periodically the CIA Records Officer(Records Management) compiles the CIA Periodic Document Regrading Notice.
13. The Periodic Notice is published by the CIA Records Officer and CIA units and IAC units receive it on standard distribution.
14. Regrading action by CIA units.
15. Regrading action by non-CIA units.

PROCEDURE FOR REQUESTING DOCUMENT CLASSIFICATION REGRADING

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EXPLANATION

1. A CIA office desiring to regrade a document executes CIA Form 60-89, Document Classification Regrading Request, and by so doing initiates the regrading procedure.
2. The office desiring to regrade a document forwards the completed 60-89 to the CIA Records Officer (Records Management).
3. Upon receipt of the 60-89, RM checks the Regrading Control Card File for possible previous regrading or requests for regrading.
4. RM approves request for transmittal to the non-CIA unit having regrading authority. Request forwarded to the Liaison Division, OGD for action.
5. Liaison Div. takes necessary action to contact the non-CIA unit having regrading authority and presents the CIA request.
6. The non-CIA unit makes necessary checks to determine if the material may be regraded.
7. If regrading approved, Notification forwarded to Liaison.
8. Liaison Div. receives regrading notification and checks for information. Forwards notification to RM.
9. RM checks regrading notification.
10. Regrading Control File card executed.
11. Regrading Control File card filed.
12. Notification forwarded to requesting office.
13. If the document to be regraded is a CIA created document, the requesting office forwards CIA Form 60-89 to the office that created the document, its successor or other office having regrading authority. The CIA unit having regrading authority checks to determine if document may be regraded.
14. Regrading approved. All such document in regrading office regraded.
15. The CIA unit having regrading authority notifies the requesting office and all other CIA recipients of the document including the CIA Records Officer.
16. Requesting office regrades document.

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